



Multi Segment M&IE on Requests



Overview: Meals and Incidental Expenses (M&IE) for Multi Segment Trips

Multi Segment trips, or trips with multiple TDY locations, happen more often than most think. As we jump from one location to another our reimbursement rates tend to vary. Meals and Incidental Expenses are one of the many rates varying from location to location that we have to account for on our request and expense. This Travel Tips and Tricks will assist you when requesting and expensing your M&IE for a multi segment trip.

Noteworthy Information

 The Defense Travel Management Office offers a Per Diem Rates Query. https://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Scenario

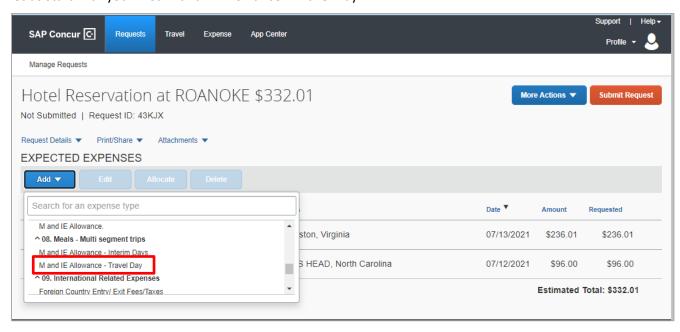
I am traveling from Washington D.C. to Roanoke for a day then Richmond for the rest of my TDY before returning home. How do I account for my M&IE at my two TDY locations?

Don't worry, it's easier to do if you build your trip in the same way that you might make a sandwich. Your beginning and ending travel dates serve as the bread in your M&IE sandwich with the various TDY locations as the meat or cheese of your sandwich! Follow along in the example:

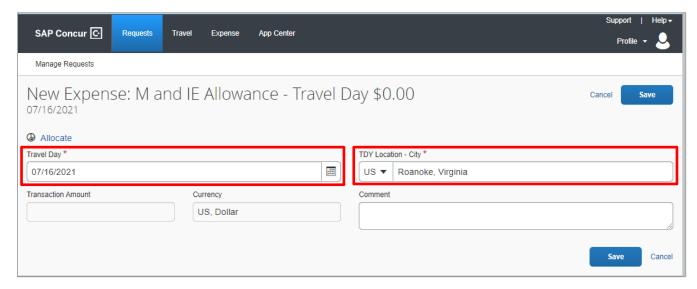


Attachment #1 - M&IE on a Request for a Multi Segment Trip

- 1. Book all of your segments then jump into adding additional expenses for your request!
- 2. Let us start with your first M and IE Allowance Travel Day.

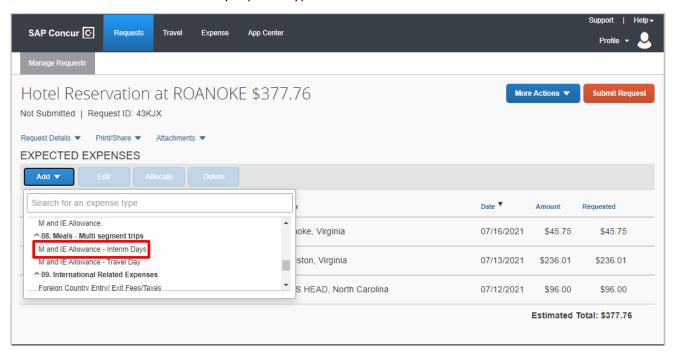


3. Provide your first TDY in the TDY Location and update the date to match your first travel day then select save.



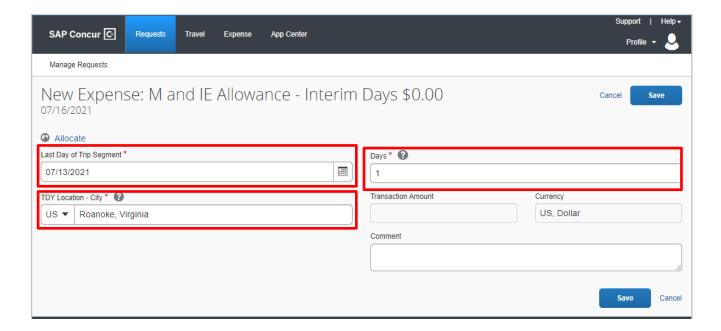


4. Now select the M and IE – Interim Day Expense Type

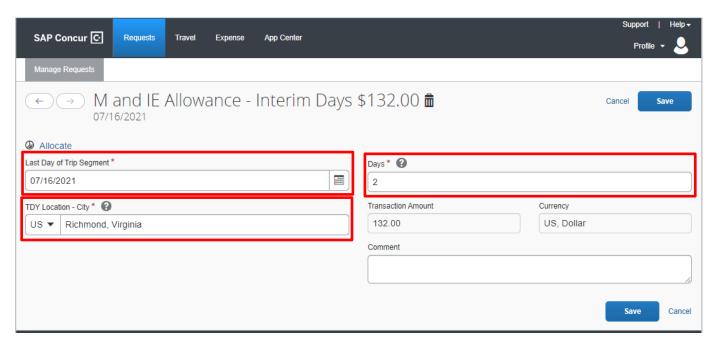


5. Provide the date of the last interim day, the number of days that are interim then the TDY location for your interim days.

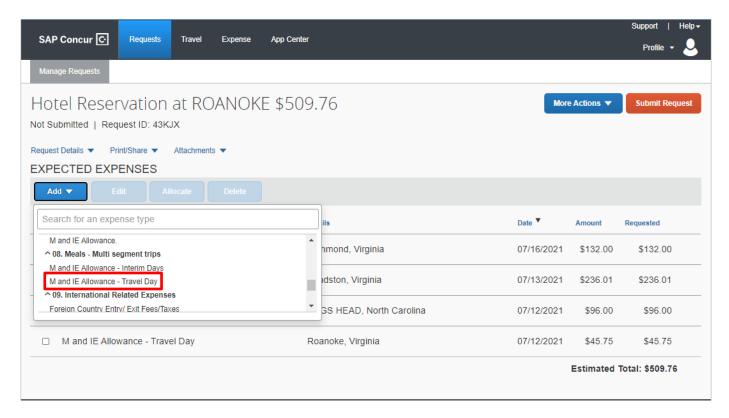
NOTE: you will need to add an M and IE Allowance – Interim Day expense item for each TDY location.





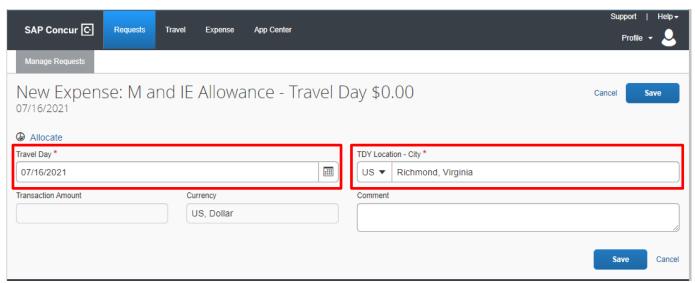


6. Now we will add the final layer to your M&IE sandwich by selecting the M and IE Allowance – Travel Day Expense Type. This will account for the day you travel home.

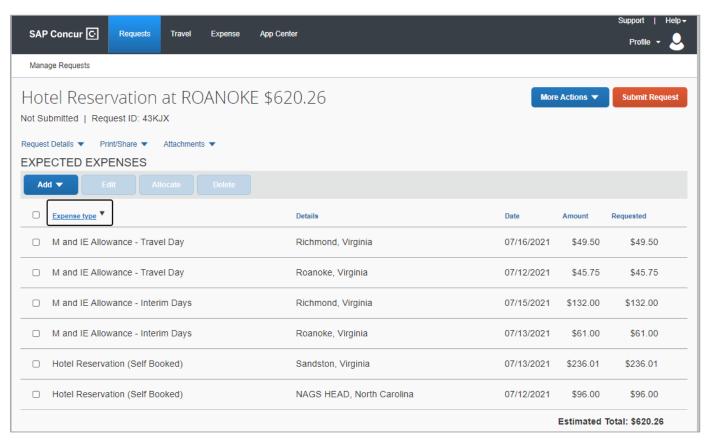




7. Provide the Travel Day and the TDY location then select save.



8. Congratulations! You have built your first M&IE Sandwich to account for your meals and incidentals at different TDY locations.





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Request Header	Segments Expense Summary Approval Flow Audit Trail		
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D-4-	Finance Trans		
Date 09/26/2019	Expense Type Hotel/Lodging	Approved \$150.00	Remaining \$0.00
()	TiotorEoughig	\$100.00	\$0.00
09/27/2019	Hotel/Lodging	\$150.00	\$0.00
09/26/2019	M and IE Allowance - Travel Day	\$45.75	\$0.00
09/28/2019	M and IE Allowance - Interim Days	\$66.00	\$0.00
09/28/2019	M and IE Allowance - Travel Day	\$49.50	\$0.00
		TOTAL AMOUNT TO	TAL REQUESTE